

COMMUNITY NUTRITION TEAM

CACFP Today

A Newsletter from the Wisconsin Department of Public Instruction, Division of Finance and Management

Vol. 4 No. 3

Spring/Summer 2012

Electronic Reimbursement via Automated Clearing House

The Wisconsin Department of Public Instruction (DPI) is pleased to announce that reimbursement payments for all Child Nutrition Programs will soon be made by means of electronic fund transfers via the Automated Clearing House. The necessary programming and other online enhancements are being implemented and we anticipate having this service available to your agency by July 1, 2012.

Once the enhancements are finished your agency will be required to go online and submit the necessary information. There will be a short turn-around time period for the collection of this information from your agency. In anticipation of this you can collect the information now. The following information will need to be submitted:

- Agency Code
- Agency Name as it appears in the online DPI application
- Federal Employer Identification Number (FEIN)
- Agency Bank Account Name
- Type of Account (Checking or Saving)
- Agency Bank Account Number
- Agency Bank Routing Number

As of July 1, 2012, reimbursement payments for all Child Nutrition Programs will only be made by electronic fund transfers by means of the Automated Clearing House. Paper reimbursement checks will no longer be issued.

Once the Automated Clearing House payment process is live, your agency must ensure that all the above information is kept current and accurate. If there are any changes with your bank account, you must go online and update the information on file with the DPI. If there is a change with your agency name and/or your FEIN please contact your assigned DPI consultant, or call (608) 267-9129 for assistance.

An email notification will be sent once the required information can be submitted online.

USDA Warns of Fraudulent Letters and Calls

The United States Department of Agriculture (USDA) officials have been notified that fraudulent letters and at least one fraudulent phone call have been received by individuals in a number of states.

The phone call was received by an individual in Indiana, and letters are being sent by FAX to individuals and businesses in a growing number of states. The letters and call purportedly come from a USDA procurement officer and seek personal information. These letters are false and in no case should a recipient respond with personal and financial information.

The fraudulent letters bear USDA's logo and seal and are signed by an individual identified as "Frank Rutenberg" using a title of "Senior Procurement Officer". Recipients should not respond and should not supply the requested information. The USDA is investigating this matter through the Office of the Inspector General. The USDA first learned that the letters were being circulated on March 16, 2012.

If you suspect you have received such a letter or have been called by someone representing themselves as being from the USDA seeking personal information, please contact the USDA at: procurement.policy@dm.usda.gov or call 202-720-9448.

WI DPI Community Nutrition Team Now On Facebook and Twitter

Visit us at the following links for Child and Adult Care Food Program updates, deadlines, tips, recipe ideas, pictures and more:



<http://www.facebook.com/WisDPICommunityNutrition>



https://twitter.com/#!/WisDPI_CNT



Water, Water, Water

The new water provision for the CACFP became effective October 1, 2011, as a result of the *Healthy, Hunger-Free Kids Act of 2010*. All child care centers, family child care homes, at-risk afterschool programs, and shelters participating in the CACFP must make potable drinking water available upon request to children. Adult centers participating are encouraged to ensure that drinking water is available to all adult participants.

Why water? Drinking water can be both rewarding and beneficial for young children and adults. Water hydrates the body, cushions muscles and joints, and should be consumed on a regular basis. Water is also used by the body to transport nutrients to and carry waste away from cells and assist in regulating body temperature. Additionally, there are several benefits to drinking water: it is the main solvent for food, minerals, and vitamins; it assists the kidneys; assists in maintaining normal bowel functions; assists in the normality of body functions; and does not add fat or calories to the diet.

An interesting fact: the human body is made of approximately 75% water. Water is lost throughout the day via urination, perspiration, and even exhaling. Recommendations for water intake are based on weight, age, and other stipulations; however, young children should drink water on a regular basis. Water consumption should be encouraged especially when children participate in physical activity, are ill with a fever, experience diarrhea or vomiting, or are in high altitude or hot climates.

Dehydration is a major consequence of both young children and older adults when they have not consumed enough fluids. The body does not store water as it store nutrients, so dehydration takes place when a person expends more water than they consumed. Symptoms associated with dehydration include: lethargy, no/limited tears when crying, decreased frequency of urination, irritability, and sunken eyes.

Tips for Serving and Increasing the Availability of Water

- Display child size water pitchers with cups for easy access.
- Place cups beside a water fountain or the appropriate sink for easy accessibility.
- When children request water, distribute straws as children often have fun when using straws.
- Send home fact sheets to parents pertaining to water and availability.
- Serve water during snacks (only when no other beverage is being served).
- Offer mini sliced lemons, oranges, or limes to add flavor to the water.
- Serve water chilled.
- Set an example for children by drinking water.
- Remember to avoid serving children too much water before and during mealtimes. Too much water can lead to feeling full and reduce the amount of food and milk consumed.

Activities to Promote Water Consumption

- Talk about water in morning circle time. Let the children know that drinking water is available whenever they'd like it. Be prepared; children will request water more frequently when first introduced.
- Purchase books about water and place in the reading or dramatic play area of the room. For example: *Water* by Frank Asch and *The Water's Journey* by Eleonore Schmid.
- Teach children about the water cycle.
- Plant a garden and allow children to water plants.
- Water Painting - Purchase food coloring and mix with water. Allow children to paint with the food coloring and water.
- Talk to children about the different forms of water: ice is frozen water, water that they drink is liquid, and steam is also a form of water. Ask the children where they may have seen each form of water.



2012 Due Dates for Quarterly Nonprofit Food Service Financial Reports

For Sponsoring Organizations ONLY (those with two or more sites on the food program):

1st Quarter (reporting period October 1, 2011 – December 31, 2011) is due **March 1, 2012**.

2nd Quarter (reporting period January 1, 2012 – March 31, 2012) is due **June 1, 2012**.

3rd Quarter (reporting period April 1, 2012 – June 30, 2012) is due **September 1, 2012**.

4th Quarter (reporting period July 1, 2012 – September 30, 2012) is due **December 1, 2012**.

The reporting form (PI-1463-A) is available online at <http://dpi.wi.gov/fns/centermemos.html> under Guidance Memorandum 11. Any questions please contact Cari Ann Muggenburg at 608-264-9551, or by e-mail at cari.muggenburg@dpi.wi.gov.



New Guidance

The USDA has issued a few Policy Memos since our last Newsletter edition. A link to the USDA Policy Memos can be found on our website under **USDA CACFP Policy Memos** at <http://dpi.wi.gov/fns/cacfp1.html>.

Child Nutrition (CN) Labeling

The CN labeling Program is a voluntary federal labeling program for the Child Nutrition Programs. The CN Labeling Program is limited to entrée items and 50 % juice drinks and juice drink products. Because of an increase in requests to the Food and Nutrition Service for CN Labels for bakery and fruit/vegetable products such as cookies and 100 % fruit/vegetable purees and juices that are not intended for the CN Labeling program, it is important to remind Program operators that the CN Labeling Program is limited to the following two food categories:

- Main dish products which contribute a minimum of 0.5 ounces equivalent meat/meat alternate toward meal pattern requirements. Examples of these products include but are not limited to beef patties, cheese or meat pizzas, meat or cheese and bean burritos, egg rolls, and breaded fish or chicken portions.
- Juice drink and juice drink products which contain at least 50% full-strength juice by volume. This includes such products as grape drink, fruit punch, and juice bars.

In order to claim reimbursement for meals/snacks which include items requiring CN labels, remember that the CN labels must be on file to document the items' contribution towards the meal pattern. For more information, refer to Appendix C of the *Food Buying Guide for Child Nutrition Programs* resource.

Food Donation

A recent policy memo, dated February 3, 2012, from the USDA explains that the Consolidated and Further Continuing Appropriations Act 2012, amended the Richard B. Russell National School Lunch Act (NSLA). The amendment provides clear statutory authority for current Food and Nutrition Service (FNS) Food Recovery and Donation Policy in use by schools and institutions participating in the Child Nutrition Programs.

Food donation has been a longstanding policy in all Child Nutrition Programs and the current amendment to the NSLA clarifies the policy through statute. The statute clarifies that any program food not consumed may be donated to eligible local food banks or charitable organizations. The amendment defines the terms "eligible local food banks or charitable organizations" to mean any food bank or charitable organization which is exempt from tax under section 501(c)(3) of the Internal Revenue Code of 1986.

FNS is committed to preventing hunger and to responsible stewardship of federal dollars. Child Nutrition Program policy aims first to limit food waste and unnecessary costs. If a CACFP institution has leftover food on a frequent basis, menu planning and production practices should be adjusted to reduce leftovers. Occasionally there will be leftover food. All

alternatives permitted by Program regulations and State and local health and sanitation codes should be exhausted before discarding food. Options may include using leftovers in subsequent meal services or transferring food to other sites. Where it is not feasible to reuse leftovers, excess food may be donated to a non-profit organization, such as a community food bank, homeless shelter, or other non-profit charitable organizations.



2012 Summer Training Reminder

It's that time of year again - the 2012 CACFP annual summer training is soon approaching! Recordkeeping (RK), financial management (FM) and nutrition & wellness trainings will be held throughout the state in July and August. The following are the scheduled dates and cities of trainings:

RK and FM Sessions:

Milwaukee – July 10
Green Bay – July 17
Eau Claire - July 24
Madison - Aug. 3

Independent Centers:

8:30am - 1:00pm

Sponsoring Organizations:

8:30am - 3:30pm

The RK Refresher will review required CACFP documentation and attendees will have the opportunity to work together to complete a valid claim. **This session is intended for newer agencies and/or new staff, or other CACFP personnel who need a refresher.**

Experienced agencies or staff interested in just CACFP updates may watch the *Summer 2012 Training Updates* webcast (which will be available on the CACFP website this summer). Watching this webcast will meet the annual training requirement for key staff.

The FM Refresher will provide a review of all items associated with the CACFP reimbursement, including tracking of food program costs & revenue, allowable food program costs, and the new reimbursement payment system.

Nutrition & Wellness Sessions:

Green Bay - July 11 Eau Claire - July 18
Wausau - July 12 Milwaukee – July 25
La Crosse - July 17 Madison - July 26

All Nutrition & Wellness Trainings will be held from 8:15am - 3:30pm. Each session will include a cooking demonstration from a chef, as well as budget-friendly ways to enhance nutrition and flavor in your menus. There will also be an interactive, activity-based workshop on how to encourage, plan and facilitate developmentally-appropriate movement experiences for children of all ages.

The training brochure and registration link will be emailed to each CACFP agency in June. If you have any questions concerning the training, please contact the Community Nutrition Programs office at (608) 267-9129, or the Consultant in your region. We hope to see you there.

Division for Finance & Management

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[Home Page
http://dpi.wi.gov/fns](http://dpi.wi.gov/fns)



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To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

CACFP Today

is published three times per year by the Department of Public Instruction. Questions or comments should be directed to:

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May 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
National Physical Fitness & Sports Month http://fitness.gov/npfsm/						
6	7	8	9	10	11	12
13	14	15 Claim Due ²	16	17	18	19
20	21	22	23	24	25	26
27	28 Memorial Day	29	30	31		

June 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
National Dairy Month www.nationaldairycouncil.org					Qtrly NPFS Report Due ¹	
3	4	5	6	7	8	9
10	11	12	13	14	15 Claim Due ²	16
17	18	19	20 Summer Begins	21	22	23
24	25	26	27	28	29	30

July 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4 	5	6	7
8	9	10	11	12	13	14
15 Claim Due ²	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	 2012 Summer Olympics London, England July 27 – August 12			

¹Qtrly NPFS - Quarterly Nonprofit Food Service (**Report Due for Sponsors of more than 1 site only**)

²Claim Due - CACFP reimbursement claim is suggested to be submitted by the 15th of the following month of the claim month. Claims will be accepted if submitted within 60 days after the end of the claim month.

*** DPI State Offices Closed**

All of the CACFP Newsletters are available electronically on our website at: <http://dpi.wi.gov/fns/news/trcnt.html>.